

Handbell Musicians of America, Area 4
Board Conference Call
January 27, 2017

Meeting called to order by Marie Loeffler, Chair at 10:00 am.

The following Board members were present for the call: Marie Loeffler (Chair), Alan Lohr (Chair-Elect), William J. Murphy (Treasurer), Heather Ellison (Secretary), Rhonda Freeman (GA Chair), Lynne Homan (FL Chair), Marcia Brantley (Education Chair), and Sally Traylor (Membership Chair).

Board members not in attendance: Roxanne Golden (Past Chair), Donna Bradham (Archivist), and Jeremy Rush (Communications Chair). The position of South Carolina Chair is currently vacant.

- I. Budget Approval (See attached)
 - A. Heather Ellison motions to approve the proposed Budget. Sally Traylor seconds. Unanimously approved. Motion passed.
 - B. First budget in 20 years.

- II. Chime Loan Program (Documents attached)
 - A. Handchime Loan Program Information
 - 1) #4 under Responsibilities of Area 4, remove the quantity of dollars to be spent. Restate as “After assessing the needs of the chime loan recipient Area 4 will provide materials to benefit that particular program.”
 - 2) Alan Lohr suggests “Chimes in a Box” – Chimes and materials are provided during the period of the loan then everything is returned including photocopies of reproducible books.
 - 3) Current Budget \$150 per group (\$90 is for membership). We will need to purchase all music for this coming year. \$100 per organization will need to be purchased.
 - 4) Area 4 is committing to spend no more than \$100 for materials (reference materials and music) for each chime loan recipient. These materials will be returned after the end of the Chime loan program.
 - 5) Bullet 4 under Final Report will read “A list of the Handbell Musician of America events that you attended”
 - 6) Heather Ellison and Marie Loeffler will proofread document.

 - B. Resource Page
 - 1) Yellow Highlights are out of print except for Dr. Paul Rosene “Making Music with Choirchimes.” Permanently out of print resources will be removed from the list.
 - 2) Does Kathleen Wissinger have a curriculum? Marcia Brantley will research.
 - 3) “Ring, Dance, Play!” (GIA Publications) resource to add to list
 - 4) Add “Let’s Ring Chimes and Bells” by Kirtsy Mitchell published by Choristers Guild.
 - 5) There is a five lesson curriculum for Handchimes on the national website.
 - 6) Please send any additions to the list to Marcia Brantley.

C. Liaisons

- 1) We still need a liaison for Georgia and Florida. Sally Traylor has a handbell ringer that may be a great candidate. Traylor will make the initial contact then Marcia will follow-up.
- 2) Possible liaisons could be former recipients of the Chime Loan Program. Marie Loeffler will forward the list of former recipients to Brantley.

D. Mentors

We need an extensive list of mentors. Ideally, there will be several per state. Mentors would meet once or twice at the beginning of the loan period and answer questions that may come up.

E. Flyer

- 1) Add the Area 4 Website instead of “HMA Area 4 website”
- 2) HMA will be spelled out
- 3) Remove “3 octave” from “Three 3 octave sets of Handchimes”
- 4) Remove the section “Applications should be filled out” replace with “For More Information Contact
Marcia Brantley
education.area4@handbellmusicians.org
843-729-6275
- 5) Flyer will be made into a half sheet and will be included as an advertisement in the Florida Festival brochure.

F. South Carolina teacher is interested in the Handchime Loan Program. She had previously looked on our website for information.

G. Refurbishing South Carolina Chimes – Malmark says it will take 4 weeks to refurbish them and they will do it for no charge to the Area 4. The Guild will pay the shipping fee. We are unsure if Malmark is referring to the National Office or to Area 4.

H. Locations of Area 4 Handchime Sets:

South Carolina (Malmark) – Nancy Tipton
Georgia (Schulmerich) – Heather Ellison
Florida (Malmark) – Marie Loeffler

I. Kudos to Marcia Brantley for all the work she has put into revitalizing the Handchime Loan Program.

III. Meeting adjourned 11:04 am

Respectfully submitted,

Heather Ellison
Secretary
Handbell Musicians of America, Area 4

Area 4 Budget
October 1, 2016 - September 30, 2017

Income

Rebates		\$3,500.00 (360 current members)
State Sponsored Events (net income)		
Florida		
FL Festival North		\$3,000.00
FL Festival South		\$4,000.00
Georgia		
2017 Handbell Festival		\$3,000.00
SC		\$0.00
Area Events		\$0.00
Endorsed Events		\$300.00
Other Income		
Advertising		\$200.00
Donations		
Additional Income		\$2,000.00
	TOTAL INCOME	\$16,000.00

Expenses

Legal/Administrative		
D& O Insurance		\$2,000.00
Accountant		
Accounting and filing of 990		\$500.00
Sun Biz		\$130.00
E-Blast		\$300.00
12 months @ \$25/month)		
Chime Loan Program		\$500.00
3 recipients \$150 each - \$90 membership plus resources		
Board		
Fall Area Leadership meeting		\$1,000.00
Spring Area Leadership meeting		\$500.00
Board Meetings		
January 2016		\$2,500.00
Other General Board Expenses		
Back to Bells		\$200.00
Representative at area sponsored events		\$600.00
Representative at Endorsed Events		\$500.00
Nominating Committee		\$600.00
Board Positions		
Chair		
attendance at National		\$1,800.00
supplies		\$200.00
Chair-Elect		
supplies		\$100.00
Secretary		
supplies		\$100.00
Treasurer		
supplies		\$100.00
Communications		
website development		\$200.00
current website		\$70.00
Membership		\$200.00
includes copies of National membership materials		

Education Chair	\$200.00
Archives	\$200.00
Florida Chair supplies	\$200.00
DL Meeting	\$1,500.00
Georgia Chair supplies	\$200.00
SC Chair supplies	\$200.00
Additional Expenses	\$1,400.00
Total Expenses	\$16,000.00



Handbell Musicians
OF AMERICA

| Area 4

Florida, Georgia, South Carolina, Puerto Rico, the Bahamas and Virgin Islands

Handchime Loan Program Information **2017-2018 Academic Year**

The Board of the Handbell Musicians of America, Area 4 encourages schools, churches and community organizations in Florida, Georgia, South Carolina, Puerto Rico, the Bahamas and Virgin Islands to develop music education programs to include handchimes. To support the development of these music education programs, Area 4 offers the loan of a three-octave set of Chimes for the period of one academic year beginning August 1 and ending June 30. Three recipients are selected by committee from the applications submitted by the posted deadline.

Application Instructions

1. Review list of responsibilities for Area 4, School, Church, or Community Organization, and Teacher/Director.
2. Download and print application (4 pages)
3. Fill out application including applicant's signature and signature of applicant's principal/supervisor
4. Include additional documents
 - A copy of applicant's résumé
 - A letter of personal recommendation from applicant's principal/supervisor
5. Mail completed forms and supporting documents to:
 - Marcia J. Brantley
 - 202 Caveson Dr.
 - Summerville, SC 29483

If you have additional questions or would like more information, contact:

Marcia J. Brantley, Chime Loan Program Coordinator
E-mail: education.area4@handbellmusicians.org
Phone: 843-729-6275

Application Deadline: May 01, 2017

Area 4 Chime Loan Program Program Information

The Area 4 handchimes are loaned for the period of one academic year.

Academic year begins August 1, 2017 and ends June 30, 2018

Interested schools/organizations must submit all requested application materials
on or before May 01, 2017 deadline

Applicants will be notified by May 26, 2017.

Responsibilities of Area 4:

1. Provide a three-octave set of Malmark Choirchimes® or Schulmerich MelodyChimes® for one full academic year. (August 1 - June 30)
2. Provide the support of experienced mentors.
3. Provide a one year membership Handbell Musicians of America for school/organization.
4. After assessing the needs of the chime loan recipient Area 4 will provide \$_____ for purchase of materials to benefit that particular program.

Responsibilities of the School, Church or Community Organization:

1. Include a handchime program as part of the regular schedule, with the same group(s) of students/participants for the period of the loan.
2. Provide necessary additional materials including: Music Stands/Notebooks, Tables, Foam Pads or protection from the table and additional music as needed. Suggested resource list will be supplied.
3. Provide proof of insurance coverage based on current replacement value of handchimes and cases while in the possession of, and in transit from school/organization back to Area 4 representative.
4. Provide for the safe return of the handchimes and any applicable Area 4 resources to assigned Area 4 Board representative. If shipping is necessary, school/organization is responsible to pay postage, shipping, and insurance fees.

Responsibilities of the Teacher/Director:

1. Implement a handchime program as part of the full music program for the school/organization.
2. Make use of Area 4 mentors and programs to learn proper handchime techniques and procedures for incorporating the instrument into the full music program.
3. Present the handchimes in concert or class demonstration open to the entire school/organization and/or public two or more times during the academic year

4. Try to attend at least one local/regional Handbell Musicians of America festival, conference, workshop or seminar during the loan period.
5. Develop a plan to continue a handchime program following the loan period.
6. Submit two written reports as described below:

Interim Report:

Suggestions for the interim report is due on or before January 30, 2018:

- Description of the introduction and progress of the program
- Photos and other materials showing use of chimes by participants
- Outline of the planned use of the chimes for the balance of the loan period

Final Report:

Suggestions for the final report which is due on or before July 31, 2018:

- An evaluation of the impact of the loan on the music program at the school/organization.
- Supporting materials such as programs, photos and recordings of classroom activities or rehearsals, worship bulletins, performances, evaluations, etc
- List any Handbell Musician of America events that you could attend. (If any were convenient for you to attend)
- Describe plans and strategies for the continuation of a handchime/handbell program in your school/organization.

Copyright Restrictions

Photocopying or reproduction by any mechanical means of materials without prior approval of the copyright holder is strictly forbidden. Such duplication will result in the immediate cancellation of the loan and will require the immediate return of the handchimes and materials.

Please keep a copy of these sheets for your records



Handbell Musicians OF AMERICA

Area 4

Florida, Georgia, South Carolina, Puerto Rico, The Bahamas and Virgin Islands

2017-2018 HANDCHIME LOAN PROGRAM

for Schools and Churches

Consent to Photograph, Videotape and/or Present Image on the Internet

I hereby authorize _____ to

Name of school, organization, media outlet

photograph, videotape and/or present the image on the Internet of

Printed name of minor aged student

for the purpose of providing working examples of the use of handchimes for:

1. This facility's training and in-service program
2. Sharing positive program examples in the community
3. Regional and National professional conferences of HANDBELL MUSICIANS OF AMERICA
4. For use by other professional education organizations

I understand that the consent will be effective from _____ to

Loan "begin" date

_____ and can be withdrawn at any time.

Loan "end" date

Printed name of legal parent/guardian Relationship to student

Signature of parent/guardian Date

Permission is given to duplicate this form for participants involved in this Loan.

Looking for a new and exciting hands-on musical experience for your music classroom?

Wish you had a set of handchimes to use in your classroom? ...But no funds?

Great News!!



Announces our
HANDCHIME LOAN PROGRAM
For the School year 2017 - 18

Area 4 has three 3 octave sets of Handchimes that we would love to loan to schools or organizations that qualify.

Find the application and other important information on the HMA Area 4 website

Applications should be filled out and mailed to:

Marcia Brantley
Education Chair Area 4
202 Caveson Dr.
Summerville, SC 29483
843-729-6275



Handbell Musicians
OF AMERICA

| Area 4

Florida, Georgia, South Carolina, Puerto Rico, the Bahamas and Virgin Islands

Handchime Loan Program Application 2017-2018

Applications are due on or before May 1, 2017

Date of Application: _____

Please print:

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell: _____ Work Phone: _____

FAX: _____ E-Mail: _____

Organization Name: _____

Check One: School Church Community Organization

Address: _____

City: _____ State: _____ Zip: _____

Organization Phone: _____ Organization Fax: _____

Organization E-mail: _____

Applicant's Supervisor Name: _____

Title: _____

Phone: _____ E-Mail: _____

Area 4 Handchime Loan Program Application 2017-2018

Page Two

If additional space is needed, please attach additional sheet.

Description of Proposed Program Using Handchimes

Please print the information in the space provided or use additional sheets, if needed, to answer the following:

1. Describe the program where the handchimes will be used (include grades, ages, special needs, etc.) If more than one class/group is involved, please list each separately.

Grade Level/Age	Length of weekly period/rehearsal	Size	Other Information
Ex.: 4 th Grade	40 min / 3 times per week	20	General music education

2. How will the chime loan program benefit those in your school/ organization?

Area 4 Handchime Loan Program Application 2017-2018

Page Three

If additional space is needed, please attach additional sheet.

3. Explain how you plan to incorporate handchimes into your program.

4. Future programs you see resulting from this loan program?

5. Additional Comments (why your school/organization should receive the handchime loan)

Application continues on page 4

Area 4 Handchime Loan Program Application 2017-2018
Page Four

Assurances and Agreements:

We certify that the statements in this application along with any supporting documents are true, accurate and complete to the best of our knowledge.

If selected, we agree to

- accept responsibility for the proper care and maintenance of the handchimes.
- assume responsibility for the safe return or replacement if damaged.
- provide proof of insurance before receiving the handchimes.
- obtain consent to photograph/videotape from all participants
- In compliance with Area 4 Handbell Musicians of America and U.S. Copyright Law (or applicable copyright law), we agree not to photocopy music or printed material provided or purchased during the loan period without express written permission as provided for in the law.

Applicant Signature

Date

Principal/Supervisor Signature

Date

**Area 4 Handchime Loan Program Application 2017-2018
Checklist**

Before mailing your application, check that you have included all of the following:

1. Four page application signed and dated by both applicant and principal/supervisor*
2. Additional pages of descriptive information, if needed.*
3. Résumé of applicant*
4. Letter of recommendation from applicant's principal or supervisor*

Mail completed application and supporting documents
on or before May 01, 2017

to:

Marcia J Brantley
202 Caveson Dr.
Summerville, SC 29483

If you have additional questions or need further information,

Contact

Marcia J. Brantley
Education Chair Area 4
education.area4@handbellmusicians.org
843-729-6275

**We recommend making copies of all materials for your files.*



Handchime Resource Materials

This is a list of resources to help you get started building your program and your library

New resources are published as they are developed and others are taken out of print

Check with your favorite music distributor or Jeffers Handbell Supply for updates

Name of Resource	Author	Notes
<i>Making Music with Choirchimes</i>	Dr. Paul Rosene	Hope Publishing
<i>A Practical Handbook for Handbell Directors (POP)</i>	Valerie Stephenson	AGEHR
<i>Rehearsal Planning Techniques and Procedures (POP)</i>	Michael Keller	AGEHR
<i>Score Study Techniques (POP)</i>	Michael Keller	AGEHR
<i>Developing Conducting Skills (POP)</i>	Michael Keller	AGEHR
<i>Conducting Technique for Beginners and Professionals</i>	Brock McElheran	
<i>Chime Magic™</i>	Complete Curriculum	Jeffers
<i>Chime Charts™</i>		Jeffers
<i>Up and Ringing</i>	Carol Dare	Dare Team Press
<i>Using Handchimes (Learning to Ring Series)</i>	VanValey/Berry	Lorenz
<i>Ringing Basics for 3 Octaves</i>	Beverly Simpson	Shawnee Press
<i>Handbell Method Book</i>	Beverly Simpson	Hal Leonard Pub.
Series Books (purchase enough for the entire group)		
<i>Begin to Ring</i>	Thompson/Callahan	Hope Publishing
<i>Ready to Ring</i>	Thompson/Callahan	Hope Publishing
<i>All time Favorites (Learning to Ring Series)</i>	VanValey/Berry	Lorenz
<i>E-Z Reader Basics (Learning to Ring)</i>	VanValey/Berry	Lorenz
<i>Busy Ringer Series</i>	Kirtsy Mitchell	AGEHR
<i>Bell Trax: Folk Songs</i>	Angerman/Darryl/Dunn	Shawnee Press
<i>Ring Together Gospel Hymns</i>	Arr Kevin McChesney	Jeffers
<i>Ring Together Hymns</i>	Arr. Kevin McChesney	Jeffers
<i>Ring Together Praise</i>	Arr. Kevin McChesney	Jeffers
<i>Time to Ring</i>	Martha Lynn Thompson	Hope

Reproducible Books		
<i>Beginning Busy Ringers (reproducible) Level 1</i>	<i>Kirtsy Mitchell</i>	<i>AGEHR</i>
<i>Starting Point Vol 1 and Vol 2 available in 2-3 oct. or 3-5 oct.</i>	<i>Sandra Eithun</i>	<i>Choristers Guild</i>
<i>Tunes That Teach Level 1+ 2</i>	<i>Martha Lynn Thompson</i>	<i>AGEHR</i>
<i>Tunes That Teach 2 Level 2</i>	<i>Martha Lynn Thompson</i>	<i>AGEHR</i>
<i>Multicultural Tunes That Teach</i>	<i>Martha Lynn Thompson</i>	<i>AGEHR</i>
Classroom Guides		
<i>Teaching Young Ringers</i>	<i>Carolynne Mathis</i>	<i>AGEHR</i>
<i>Handchimes in General Music – curriculum guide Grades 1-3</i>	<i>VanValey/Avery</i>	<i>AGEHR (POP)</i>
<i>Handchimes in General Music – curriculum guide Grades 4-6</i>	<i>VanValey/Avery</i>	<i>AGEHR(POP)</i>
<i>Musical Elements – A Classroom Method for Handchimes</i>	<i>Kenneth L Liske</i>	<i>AGEHR (POP)</i>
Single Copies (Should purchase enough for entire group)		
<i>Level 1 Series</i>	<i>Various</i>	<i>Alfred Publishing</i>
<i>Various Titles</i>	<i>Various</i>	<i>Dare Team Press</i>
Other Texts		
<i>Mastering Musicianship in Handbells</i>	<i>Don Allured</i>	<i>AGEHR</i>
<i>Fundraising for Fun and Profit</i>	<i>Marlene Anderson</i>	<i>AGEHR</i>
<i>Dalcroze Applications for Handbells</i>	<i>Marilyn Kieliarz</i>	<i>AGEHR</i>
<i>Healthy Ringing for Handbells and Handchimes</i>	<i>Susan Berry</i>	<i>Jeffers</i>
<i>Copyright: The Complete Guide for Music Educators</i>	<i>Jay Althouse</i>	
<i>168 Non-Musical Ways to Improve Your Band or Choral Program</i>	<i>Jay Althouse</i>	
SPECIAL NEEDS/EDUCATION:		
<i>Adaptive Notation for Handbells (POP)</i>	<i>Letha McGrew</i>	<i>AGEHR</i>
<i>Focus on Participation; Alternative Methods for Special Groups</i>	<i>Joe Pinson</i>	<i>AGEHR</i>
<i>Using Handbells and Chimes with Alzheimer's/Dementia</i>	<i>Lynne G Marks</i>	<i>AGEHR</i>
<i>We Can All Ring</i>	<i>Aaron Champagne</i>	<i>AGEHR</i>